

<b>Checklist for SBAT (Name)</b>		
<b>Date completed</b>	<b>Establishing the School Based Apprenticeship or Traineeship</b>	<b>Notes</b>
	Make initial contact with employer. Forward a <i>Duty of Care</i> form and <i>Details of My Job</i> form to employer. If we are the RTO delivering Cert II or III in Agriculture - send out Risk Management form to the employer.	
	DoC and DofMJ forms received back from employer	
	Register student on <i>Start My Trade</i> .	
	Enter Details of My Job information in <i>Start My Trade</i> .	
	Respond to generated e-mail, entering NESA number and confirming <i>Duty of Care</i> form received.	
	Ensure student has created their USI.	
	Create student folder and file <i>Details of My Job</i> and <i>Duty of Care</i> forms.	
	If we are the RTO - advise school VET Coordinator and delivering teacher.	
	Attend sign up as organised by the Apprenticeship Network Provider and sign training plan as School Representative	
	Final Training Plan approved by Regional Representative received and filed in student folder. Copies to student and their parents.	
	If we are the RTO - additional copy of training plan given to school VET Coordinator.	
	Consult with SBAT to review subject selection to best fit their study pattern within the 12 preliminary units. Refer to section 4.2 of the training plan for NESA course code/s and HSC indicative hours.	
	Arrange for NESA entries to be completed - Year 11	
	Arrange for NESA entries to be completed - Year 12	
<b>Date completed</b>	<b>After SBAT commencement</b>	<b>Notes</b>
	TCID number received from local SBAT Officer and entered into schools online and recorded on student training plan (cover page and Part 4)	
	Complete a catch up questionnaire with each SBAT during each term. Check student Work Record Book to track on the job participation. Check progress against training plan unit start and end dates.	
	Report any concerns or change of situation immediately to SBAT Officer.	
	If we are RTO - check in each semester with VET Coordinator and/or delivery teacher as follow up to on the job visit and employer interaction.	
	If we are RTO - check at end of each semester that competencies have been resulted in schools online as per training plan unit start and end dates.	
	Term 1 catch up questionnaire (file in student SBAT folder)	
	Term 2 catch up questionnaire (file in student SBAT folder)	
	Term 3 catch up questionnaire (file in student SBAT folder)	
	Term 4 catch up questionnaire (file in student SBAT folder)	
	Term 1 catch up questionnaire (file in student SBAT folder)	
	Term 2 catch up questionnaire (file in student SBAT folder)	
	Term 3 catch up questionnaire (file in student SBAT folder)	
<b>Date completed</b>	<b>Completion of SBAT</b>	<b>Notes</b>
	Check with RTO for competency completion and hours completion.	
	If student withdraws from Traineeship - notify local SBAT Officer and email ANP who will arrange the cancellation paperwork and submit to TSNSW	